

Networking

Networking is cultivating relationships and investing regular time and effort, establishing and maintaining career-related contacts.

What does networking look like?

- It's talking with people to gather information, seek advice, expand awareness, and generate referrals.
- Networking can be done face-to-face, by phone, by letter, and via email and electronic bulletin boards, but personal meetings are most effective.
- Networking can be as simple as slowing down a bit during the day to pop your head in a colleague's office to inquire how they are doing and/or to ask what's happening.
- Networking is a two-way street. It is serving as a resource for others, as well as asking others to serve as a resource for you.
- To be effective at networking, you need to know when to ask others for help and be comfortable doing so.

Why is networking important?

- Networking can establish contact with people who might ultimately lead you to a job opportunity.
- You can identify role models or mentors to guide your professional development.
- Gain feedback on your qualifications and resume.
- Obtain support and encouragement from others who share your interest.

Who should be in my network?

- Current and former co-workers.
- Classmates and alumnus of schools/universities you attended.
- Members of social/religious/recreational groups to which you belong.
- Family, friends, and neighbors.
- Online networking groups – But be careful!
- Network with those you meet at a job fair/career day.

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How do you network?

- Know what you need and clearly state it.
- Seek advice, information or feedback rather than answers, solutions or jobs.
- Ask only for what a person can comfortably give you.
- Avoid asking for information you can obtain through personal research.
- Expect to give as much as you get.

What's the etiquette of networking?

- Meet at the convenience of your contact.
- Be clear about your objectives.
- Write a follow-up thank you note.

Remember – The opposite of networking is not-working.